2011 AIR FORCE RESERVE SCHOOL SELECTION BOARD (RSSB)
INVITATION TO APPLY FOR AIR FORCE RESERVE SHORT COURSES
CLASS START DATES MAY 2011 – SEP 2011

1. The Air Force Reserve School Selection Board (RSSB) will convene at HQ Air Reserve Personnel Center (HQ ARPC), Denver, Colo. during the month of January 2011 to select Air Force Reserve (AFR) officers for Reserve Component National Security Course) to attend Developmental Education (DE); Officer Professional Development (OPD) and Joint courses with class start dates May 2011 through September 2011. Members meeting the established criteria are encouraged to apply. Applications will be completed through Virtual Personnel Center-Guard Reserve (vPC-GR): https://arpc.afrc.af.mil/vpc-gr website application. Instructions can be found on the ARPC Developmental Education website at: http://www.arpc.afrc.af.mil .

1.1.   **DEVELOPMENTAL EDUCATION (DE).**

1.1.1. Basic Developmental Education (BDE):
       1.1.1.2. Squadron Officer School (SOS), available in the months of May, July, Sep

1.1.2. Intermediate Developmental Education (IDE):
       1.1.2.1. ARC Air Command and Staff College (ARC ACSC) by seminar, available in June

1.1.3. Senior Developmental Education (SDE):
       1.1.3.1. ARC Air War College (ARC AWR) by seminar, available in June

1.2.   **OFFICER PROFESSIONAL DEVELOPMENT (OPD).**

1.2.1. Junior Officer Leadership Development Course (JOLD), available in May, Aug
1.2.2. International Junior Officer Leadership Development (I-JOLD), available in July
1.2.3. Reserve Component Joint Officer Professional Development Course (RCJOPDC), available in May
1.2.4. NATO Senior Reserve Officer Course (SROC), available in Sep
1.2.5. NATO Reserve Integration Course (RFIC), available in June
1.2.6. Marine Corps Command and Staff College (MCCSC), available in June
1.2.7. School of Advance Air and Space Studies Course (SAASS), available in July

1.3.   **JOINT COURSES.**

1.3.1. Reserve Component National Security Course (RCNSC), available in July
1.3.2. Advanced Joint Professional Military Education (AJPME), available in May, June, July, Sep
1.3.3. NATO Senior Officer Policy Course (SOPC), available in Sep
1.3.4. Canadian Forces Staff College (CFSC), available in Oct (selected by January board due to administrative coordination prior to course)
1.3.5. For Joint courses, please be advised the course may or may not provide joint credit per Joint Qualification System (JQS) criteria.

2. Candidates are authorized to select a maximum of three courses, one course per category (DE, OPD and JOINT), for which they are eligible, or as few as one. Course selection will only be visible if candidates meet the applicable grade requirement. Candidates will prioritize their selections. School preferences as well as needs of AFR are considered when determining course assignments. Candidates must ensure they are available for any of the courses they applied for and are selected to attend.

3. The ARPC RSSB website has links to all course websites. Instructions, criteria and deadlines to submit packages are located on the ARPC website: http://www.arpc.afrc.af.mil. Use deadlines, checklist and processing guidance on this site in lieu of AFMAN 36-2254V2 guidance on the same.

4. **HQ ARPC/DPASE must receive all nomination packages from Wing/NAF/PM by December 6, 2010**.
(**see individual Wing/NAF/PM for your applicable suspense**). Submit packages through vPC-GR Dashboard/Action Request tab/RSSB link only. No hard copy, faxed or scanned packages will be accepted.

ARPC RSSB POC can be reached at 800-525-0102. Applicants may check status of package on vPC-GR Dashboard, Worklist, "Submitted By Me" filter.

5. **AGR, TR, AND ART MEMBERS–** All applications are initiated by the member through the rater to the member's Wing Commander or equivalent (O-6) as a final endorser. Wing Commander or equivalent endorsed packages will be submitted through their MPF who will conduct the quality check to ensure packages are complete and coordinate through vPC-GR to transmit the application package to HQ ARPC/DPASE - no packages will be accepted directly from the member.

5.1. **IMA'S**– All applications are initiated by the member through the rater, to the RMG Program Manager, to the first 0-6 (or equivalent) in the member's rating chain as the final endorsement authority. Endorsed packages will be submitted through RMG Program Manager who will conduct a quality check to ensure packages are complete. Upon completion of quality check the application will be transmitted to ARPC for processing. No packages will be accepted directly from the member.

6. For specific questions regarding application procedures: HQ AGR's contact AFRC/A1A DSN 497-1986, Comm 478-327-1986, for Unit members (ART, TR, UNIT AGR) contact HQ AFRC/A1KA DSN; 497-0232, Comm 478-327-0232; and for IMA's contact HQ RMG, DSN; 497-0608, Comm 478-327-0608.

7. **FUNDING**- Courses under the RSSB are centrally funded for Traditional Reservists (TR's), IMA's and ART's in military status; AGR's are unit-funded; and ART's in civilian status are unit-funded.

Application is "role-based" and will only flow properly using the following instructions. If you should require "other coordination" outside of Applicant→Rater→MPF Management/PM→Final Endorsement Authority→MPF Management/PM →ARPC, you must use "Individual vPC-GR" accounts to do so PRIOR to the MPF Management/PM coordination.

Applicant	Rater	MPF Management/ Program Manager	Final Endorsement Authority	MPF Management/ Program Manager	ARPC
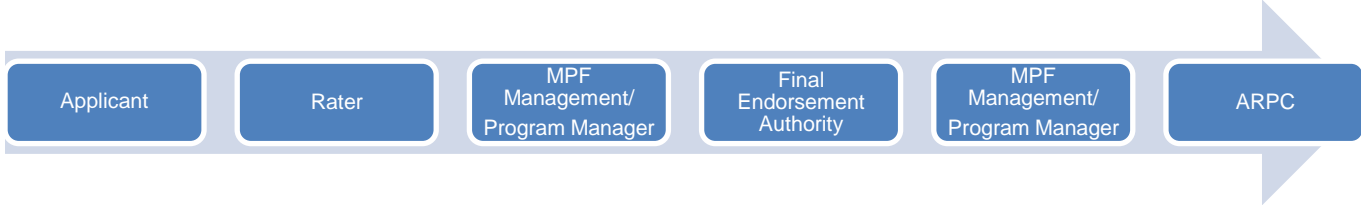
Ideal application flow:

1. **APPLICANT** logs on to vPC-GR→ Dashboard→ Action Requests→ selects RSSB
   a. Fill out application selecting at least one course (maximum of three, one in each category) and preferred quarter, completing justification, answering relative application information, etc.
   b. Input name of applicant's Rater, using Select Account radio button/vPC-GR search tool to populate rater's name
   c. Submit application; application flows to rater

2. **RATER** logs on to vPC-GR → Dashboard →Worklist →double-click application
   a. Scroll to bottom of page, past applicant information and previous coordination's, under **"***Your Coordination,***"** answer supervision timeframe, consider (yes/no) the officer an appropriate candidate, inputs justification, employment of skills, promotion deferment, etc. Do not use the table of "*Return Remarks*" unless you're returning the application to the applicant.
   b. Input name of applicant's Wing CC (if unit assigned) or **first O-6 in rating chain if IMA or RMG/CC if PIRR** using Select Account radio button/vPC-GR search tool; Wing CC/Det CC/Program Manager name populates
   c. Add attachments if needed
   d. Under "*Next Coordination*" select **role** of: "***MPF Management***" (if unit assigned/AGR) or "***RMG Program Manager***" (if IMA/PIRR). Do not use "Individual vPC-GR account" unless the application requires additional routing throughout your organization.
   e. Submit application; application flows to MPF Management (Unit/AGR)/RMG Program Manager (IMA's).

3. **MPF MANAGEMENT/RMG PROGRAM MANAGER** logs on to vPC-GR → Dashboard→ Worklist →double-click application
   a. Scroll to bottom of page, past applicant information and previous coordination's; under **"***Your Coordination***"** enter your coordination comments into the "Comments" table. Do not use the table of "*Return Remarks*" unless you're returning the application to the applicant.
   b. Under "*Next Coordination*" select **role** of: "***Final Endorsement Authority***". The definition of final endorsement authority for RSSB is the Wing CC or equivalent (if unit assigned TR's/AGR) and the first O-6, or equivalent, in the member's rating chain (if IMA). Do not use "Individual vPC-GR account" unless the application requires additional routing throughout your organization.
   c. Submit application; application flows to the applicant's Wing CC or equivalent (Unit/AGR) or the first O-6, or equivalent, in the member's rating chain (if IMA).
   d. Det CC/PM only: If you need to coordinate on an application as the Final Endorsement Authority, send the application to the Final Endorsement Authority role, log off, then on again to enable endorsements. Once the final endorsement is complete, send the application back to your RMG Program Manager role to enable final push to ARPC.

4. **FINAL ENDORSEMENT AUTHORITY** logs on to vPC-GR → Dashboard→Worklist →double-click application

a. Scroll to bottom of page, past applicant information and previous coordination's; under **"*Your Coordination*",** answer the two final endorsement authority questions and input your justification (how can the AF benefit from members attendance at school). Do not use the table of "*Return Remarks*" unless you're returning the application to the previous coordinator.
b. Add attachments if needed
c. Under "*Next Coordination*" select **role** of "***MPF Management***" (if unit assigned/AGR) or RMG Program Manager (if IMA). Do not use "Individual vPC-GR account" unless the application requires additional routing throughout your organization.
d. Submit application; application flows back MPF Management (if unit/AGR) or to RMG Program Manager (if IMA).

5. MPF MANAGEMENT/RMG PROGRAM MANAGER
a. Conduct final review of application ensuring all required attachments are present and proper coordination's have been completed
b. Submit application to ARPC for processing